

M e m o r a n d u m

Date: January 20, 2010

To: Protective Services Division
Attention: Chief M. J. Nivens

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.11626.010

Subject: 2009 COMMAND PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires Departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Protective Services Division was conducted on July 3, 2009. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that California Highway Patrol inventory records are complete and accurate, your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on November 12-13, 2009. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 64 items (a). The statistically-valid sample at a 95 percent confidence level \pm 5 percent error rate provided a total stratified sample size of 34 items when rounded up to the next whole number (d).

Safety, Service, and Security

January 20, 2010

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
ICU Decals	27	42.19%	13.50	14
Telecommunications	29	45.31%	14.50	15
Fleet	3	4.69%	1.50	2
Weapons	5	7.81%	2.50	3
Total	64			34

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 28 of the 34 items were located. Six "missing" items placed back onto the command inventory records were not located. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, six of the six items reconciled.

Due to your command's effective management of materials and equipment, the only discrepancies identified during this property inspection were six items which were previously identified as missing, which have been placed back onto your command's inventory records. Therefore, as directed in the Management Information System Comm-Net message dated September 15, 2008, and in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, paragraph 14.f. and 14.f.(2), "missing" inventory must be included in the inventory certification memorandum. The memorandum needs to state what efforts were taken to locate the items and what procedures will be implemented to reduce future occurrences of missing items. Also, commanders shall report quarterly on the status of missing items or unresolved discrepancies for two additional inventory cycles or until the items are found, whichever comes first.

Additionally, I request your command work with the appropriate OPI(s) if missing items are located. Please remember a Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been addressed, please submit a memorandum to the Office of Inspections through the Office of the Assistant Commissioner, Field, by April 20, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

Protective Services Division

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The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.

A handwritten signature in black ink, appearing to read "M. C. A. Santiago". The signature is fluid and cursive, with the first letters of each name being capitalized and prominent.

M. C. A. SANTIAGO, CIG
Assistant Commissioner

Attachments

cc: Office of the Assistant Commissioner, Field
Telecommunications Section
Office of Inspections, Audits Unit

ATTACHMENT A

ATTACHMENT A

1 of 1

ATTACHMENT B

**CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY INSPECTION REPORT
Protective Services Division (020)**

ATTACHMENT B

ASSET #	DESCRIPTION	MISC.		Y	N	A	T	C	OTHER
ICU PROPERTY INSPECTION LIST TO EQUIPMENT									
1 102468	PRINTER LASERJET	USHC090556	HEWLETT PACKARD	X					
2 109772	PRINTER	USEC025475	HEWLETT PACKARD	X					
3 126266	CANOPY		ECLIPSE	X					
4 130671	ROUTER	JMX0721L0YW	CISCO	X					
5 136683	PRINTER COLOR LA	CNGHH38492	HEWLETT PACKARD	X					
6 138975	COPIER	56000074	SHARP	X					
7 142283	DVD PLAYER	170K1660	JVC	X					
8 143976	PRINTER	CNGJD18936	HEWLETT PACKARD	X					
9 144224	DIGITAL CAMERA	3249458	NIKON						
10 147713	LAPTOP	LVP1451	IBM	X					
11 148737	COMPUTER	2UA70905HK	HEWLETT PACKARD	X					
12 160756	COMPUTER	MXL8231B7J	HEWLETT PACKARD	X					
13 160759	COMPUTER	MXL8231B6V	HEWLETT PACKARD	X					
14 160760	COMPUTER	MXL8231B2V	HEWLETT PACKARD	X					
ICU EQUIPMENT TO INVENTORY LIST									
1 125995	CANOPY		ECLIPSE			X			
2 160755	COMPUTER	MXL8231B5Z	HEWLETT PACKARD			X			
3 160776	COMPUTER	MXL8231B8J	HEWLETT PACKARD			X			
4 163769	TELEVISION 40", LC	AQD83CU5200180M	SAMSUNG			X			
5 164360	COMPUTER	MXL8320B10	HEWLETT PACKARD			X			

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT C

CALIFORNIA HIGHWAY PATROL
2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
Protective Services Division (020)

ATTACHMENT C

	ASSET #	DESCRIPTION	VEHICLE/MISC.		Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT										
1	R100278	Cellular Telephone		RIM	X					
2	R100279	Cellular Telephone		RIM	X					
3	R41725	Mobile Radio		GE	X					
4	R42080	Mobile Radio		GE	X					
5	R42815	Mobile Radio		GE	X					
6	R55481	Portable Radio		GE		X				Added on since last inventory
7	R55803	Portable Radio	Per 98 Inv	GE		X				Added on since last inventory
8	R55804	Portable Radio	Per 98 Inv	GE		X				Added on since last inventory
9	R55818	Battery Charger - Radio	Per 98 Inv	GE		X				Added on since last inventory
10	R55828	Scanner		UNIDEN		X				Added on since last inventory
11	R56713	Mobile Radio	Per 98 Inv	MIDLAND		X				Added on since last inventory
12	R76039	Announcer - Telephone		BOG	X					
13	R81685	Voice Mail System		TADIRAN	X					
14	R86257	Control Head - Mobile		GE	X					
15	R90796	Hand-Held Radio		MOTOROLA	X					
EQUIPMENT TO INVENTORY LIST										
1	R90801	Hand-Held Radio	09261	MOTOROLA			X			

LEGEND

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ATTACHMENT D

Active Equipment Inventory by Station Location
(PAR: EQUIP INVENT BY STATION)
11/02/2009

ATTACHMENT D

STATION	EQUIPMENT ID	LICENSE	DESCRIPTION	YEAR	MAKE	MODEL	PM LOC
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Page Number: 1

If any vehicles have been transferred - attach CHP 57 form(s)

VERIFIED BY: _____ DATE: _____

COMMANDER'S SIGNATURE : _____

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT E

Department of California Highway Patrol
Complete Area Inventory
020 - Protective Services Division

ATTACHMENT E

November 2, 2009

Officer Issued Weapons

Issued to officer

<u>ID#</u>	<u>Last Name</u>	<u>First Name</u>	<u>Ser#</u>	<u>Control#</u>	<u>Comments</u>
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Issued to officer:

Issued to officer

<u>ID#</u>	<u>Last Name</u>	<u>First Name</u>	<u>Ser#</u>	<u>Control#</u>	<u>Comments</u>
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Issued to officer:

Officer Issued Weapons Total:

Area Grand Total:

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

M e m o r a n d u m

020-01

Date: October 26, 2009

To: Assistant Commissioner, Field

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Protective Services Division

File No.: 020.9261.A12134.119m

Subject: 2009 ANNUAL INVENTORY

Attached are the annual inventories for Protective Services Division (PSD) as well as the Sections assigned within PSD. Specific equipment information is articulated and explained in each Section's inventory and cover memorandums. Corrective action has been implemented to ensure proper control. If you have any questions, please contact me at (916) 323-1514.


M. J. NIVENS, Chief

Attachments

Safety, Service, and Security

56 - 10/28/09 - To ACF

From: Mary Guido
To: AIMS ALL
Date: 9/15/2008 3:38 PM
Subject: Action Required -- CHANGES TO EQUIPMENT INVENTORY POLICY

CHP3 00011 09/15/08 15.37.31
CHP3 00002 09/15/08 15.20.16

N 352 ALL COMMANDERS
09-15-08 1520 DST

MIS COMM-NET MESSAGE
9-15-08
ALL COMMANDERS

SUBJECT: CHANGES TO EQUIPMENT INVENTORY POLICY

EFFECTIVE IMMEDIATELY, EQUIPMENT (INCLUDING TELECOMMUNICATIONS R-NUMBERED EQUIPMENT) THAT CANNOT BE LOCATED DURING AN ANNUAL, CHANGE OF COMMAND, OR COMBINATION INVENTORY MUST BE IDENTIFIED ON THE CERTIFICATION MEMORANDUM (COVER MEMO) AS "MISSING." HOWEVER, DO NOT LIST THE EQUIPMENT ON THE CHP 24, PHYSICAL INVENTORY ADJUSTMENT REQUEST, AS A DELETION. COMMANDS WILL BE REQUIRED TO CONTINUE THEIR EFFORTS TO LOCATE MISSING EQUIPMENT AND SUBMIT QUARTERLY STATUS REPORTS THROUGH CHAIN OF COMMAND. COMMANDS CAN CHECK ON POSSIBLE CHANGES TO EQUIPMENT LOCATION CODES BY GOING TO THE CHP INTRANET PAGE AND ENTERING [HTTP://10.240.2.200/OR.ASP](http://10.240.2.200/OR.ASP). COMMANDS CAN "LOOK UP" INFORMATION BY ENTERING THE CHP NUMBER (5 OR 6 DIGIT CHP #, R #, AF #, OR X #. CASE SENSITIVE/USE CAPITAL LETTERS). IF THE ITEM HAS BEEN SURVEYED BY THE APPROPRIATE OFFICE OF PRIMARY INTEREST, COMMANDS CAN CONFIRM THE SURVEY BY CONTACTING INFORMATION TECHNOLOGY SECTION FOR COMPUTER EQUIPMENT, TELECOMMUNICATIONS SECTION FOR R NUMBERED EQUIPMENT, OR BUSINESS SERVICES SECTION, SUPPLY SERVICES UNIT, FOR ALL OTHER CHP NUMBERED EQUIPMENT.

HPM 11.2, MATERIALS MANAGEMENT MANUAL, CHAPTER 8, EQUIPMENT, WILL BE AMENDED TO REFLECT THESE CHANGES.

CHP HDQTRS/OFFICE OF THE COMMISSIONER
070.A02821
MG